



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. AMIKE® FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

December 28, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-34

TO: All UPS Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: Printing and Distributing Forms W-2

Original and duplicate W-2s for 2000 will be printed and should be distributed the week of January 8, 2001. If the W-2s are not received by January 15, 2001, agencies should immediately contact the UPS Help Desk at (225) 342-8928 to ensure that W-2s can be reproduced in a timely manner.

As stated in previous OSUP Memoranda, OSUP is now responsible for preparing and mailing Form 941 and Form L3 to the IRS and LA Department of Revenue. **The W-2s must not be released to employees until notification (via OSUP Memorandum) has been received stating that OSUP has completed the 941 reconciliation.** Agencies must assist in this process by reviewing the W-2 Employee Detail Report and identifying any necessary corrections to W-2 data.

**Reminder: Agencies must not distribute corrected W-2s to employees without first having OSUP review and approve the correction. Refer to OSUP Memorandum #2001-28 for detailed information about W-2 corrections.**

If you have any problems or questions about the receipt of W-2s, please call the UPS Help Desk. Any questions pertaining to correcting W-2 data should be directed to the Help Desk at (225) 342-8928 or one of the following members of the User Services Unit:

Karen Antoine 342-5354  
Christi Sanchez 342-5345

Paula Rotolo 342-5357

RSM:APH:kmb